

PURCHASING TECHNICIAN

DISTINGUISHING FEATURES

The fundamental reason the Purchasing Technician exists is to perform varied para-professional technical work dealing with supporting and maintaining the purchasing financial system. This classification is not supervisory. Work is performed under general supervision and is supervised by the Purchasing Director.

ESSENTIAL FUNCTIONS

Prepares management reports using the automated database and provides summary and/or initial analysis of the information.

Maintains integrity of database for Purchasing system, reviews printed results and on-line data, and enters corrections into the system to maintain quality data to meet customer service expectations.

Provides training to all City staff for the automated purchasing system.

Researches payment and receiving history on purchase orders.

Verifies change order and contract modifications and enters them into the system.

Assigns vendor numbers and addresses.

Researches and makes adjustments to warehouse items and verifies accuracy.

Creates written documentation for systems and procedures.

Other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Municipal purchasing.

Research techniques, report preparation, forms design, and general ledger systems.

Office procedures and methods.

Ability to:

Make mathematical calculations and draw logical conclusions.

Comprehend and make inferences from complex written material and verbal and/or written instructions.

Conduct studies using statistical and spreadsheet software programs.

Compile and present research or survey findings in a logical manner.

Organize data, plan work, conduct research and work independently and under pressure to meet program objectives and deadlines.

Prepare reports with clearly organized thoughts using proper sentence construction, punctuation, grammar and present information verbally and in writing to other City staff and the public.

Communicate effectively and courteously both orally and in writing to customer requests on the phone and in person.

Establish and maintain courteous and respectful working relationships with co-workers and City employees at all levels.

Use a personal computer and a variety of computer software that requires continuous and repetitive arm or hand and eye movement.

Maintain regular consistent attendance and punctuality.

Education & Experience

Any combination of training, education, and experience equivalent to two years responsible experience in an automated accounting, contract administration or purchasing environment.

FLSA Status: Non-exempt

HR Ordinance Status: Classified